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Chief, Supply Division,
Office of Logistics

28 May 1957

Chief, Records Management Staff, Management Staff

Budgeting of Funds for Procurement of Forms

25X1 1. Per [redacted] telephone request to [redacted] on 25X1
Friday, 24 May 1957 for anticipated expenditures for the procurement of forms during Fiscal Year 1958, the following information is provided:

a. The Agency's printing facilities will provide approximately 18,000,000 copies of forms at an estimated cost of $54,000.00.

b. The Agency will procure from the Government Printing Office approximately 6,000,000 copies or sets of forms at an estimated cost of $85,000.00.

c. The Agency will procure from individual contractors on waiver from GPO approximately 5,000,000 sets of specialty-type forms at an estimated cost of $246,000.00.

Based on the above it is anticipated that the Agency will expend approximately $385,000.00 for the acquisition of 29,000,000 copies or sets of forms.

2. Under present procurement practices, offices requesting forms that are not stocked must bear this procurement cost. However, due to the time element in providing this information, it is not possible to determine what amount of these forms would be stocked or non-stocked.

3. Three major factors are involved that are contributing to the continual cost rise of forms procurement:

a. Printing labor and material costs are continually rising.

b. Forms previously "bootlegged" are being brought under forms management control. In FY 1953 only 58 forms were controlled. All others were bootlegged. By the end of FY 1957 we estimate 1,955 forms will be controlled.

c. Specialty-type forms are in more of a demand, both in headquarters and field. The increased demand for specialty-type forms is based on two factors:



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(1) specialty-type forms save man-hours and,

(2) the surging ahead of automation and mechanization require the use of specialty-type forms.

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